

Time and Materials Contracts

Contracts for time and materials differ slightly from maintenance contracts in that departments enter SC's as services are required or as an estimate of what they will spend over a period of time.

For use in entering an EDI SC for a time and materials contract, each activated EDI vendor has identified up to four catalog numbers to be used. The catalog numbers cover the following categories of contracted charges. They are:

Regular Hours
Premium Hours
Travel
Incidental Parts*

*Note: Incidental parts are considered small purchases needed for maintenance. This does not include computer hardware, software or large ticket items. Such items should be entered separately on a PG document.

The vendors' catalog numbers are listed on VCAT as identified below:

Vendor Name	Catalog Item	Catalog Description
I-Net, Inc.	INE-SVC-REG	Regular Hours
I-Net, Inc.	INE-SVC-PREM	Premium Hours
I-Net, Inc.	INE-SVC-TRAV	Travel
I-Net, Inc.	INE-SVC-PARTS	Incidental Parts
Retro Fit, Inc.	RF-SVC - REG	Regular Hours
Retro Fit, Inc.	RF-SVC - PREM	Premium Hours
Retro Fit, Inc.	NONE - Does not bill travel	Travel
Retro Fit, Inc.	RF-SVC - PARTS	Incidental Parts

The NUM UNITS fields for regular and premium hours should reflect the number of hours the department estimates it will use during the contract period. The RATE entered, when multiplied by the NUM UNITS (number of hours), should equal the total estimated dollars for the catalog item to be entered in the LINE AMOUNT field. The RATE for travel catalog items is a per visit rate. The NUM UNITS entered for travel should be the number of visits estimated. The dollar amount quoted for parts catalog items should be entered in the NUM UNITS field and a rate of \$1.00 should be entered in the RATE field. This will allow departments to enter multiple ORs against these items if necessary. When entering an SC document, a separate catalog number and line must be used for each category.